

Fellows and Young Investigators Steering Committee Meeting

Thursday November 19th, 2009

Time: 11:00 AM – 12:00 PM

Frederick: Bldg 549, Executive Boardroom

Agenda Items:

1. Call to Order

- a. Welcome to new members and introductions
- b. Attendance
- c. George Lountos will take minutes.

2. Excused Absences: Albert van Wyk, Brid Ryan, Lea Cunningham, Vaibhav Saini, Stephanie Watkins, Geraldine O'Connor

Attendance: Jim Gould, Tim Chan, Jason De La Cruz, Rasmi Thomas, Karobi Moitra, Leslie Chinn, Miranda Hanson, Kate McGee, George Lountos, Katie Stagliano, Michael Abram, Kim Shafer-Weaver, Mary Velthuis, Jordan Irvin, Rachel DeKluyver, Jill Ford

3. Departures: None Selinda Orr

4. Approval of October 2009 meeting minutes Minutes were approved

5. Subcommittee updates:

A. Scientific Committee: Chair – Stephanie Watkins

Seminar

PASS: (Brid & Raed) Following on from last month's meeting, we have contacted Scott Morgan regarding setting up a similar training schedule as is currently ongoing in Frederick. Jonathan has Okayed this possibility. We foresee an arrangement whereby those that sign up for PASS will meet one on one with Scott before and after the presentations.
Frederick Fellows: (Jim) Wednesday Dec. 9th at 1:30 pm with Markus Sitzmann and Cyril Barinka. We are recruiting volunteers for the winter/spring session starting Jan 20th.

Survey: (Kate) Nothing to report Poster of survey results is ready for the PI retreat in January.

B. Bylaws Committee: Chair – Tom Paul

Nothing to report

C. Community Life: Chair – Raed Samara

Raed has sent the committee a list of goals

Goal for Subcommittee – Increase visibility of FYI

To increase visibility of FYI, a publicity subcommittee should be formed. The committee will design and implement strategies to increase visibility of SC and its activities by targeting the following:

- Annual Colloquium
 - o The committee will work with the Retreat (Colloquium) committee to organize publicity for annual Colloquium
 - o The committee will work with website keeper and Colloquium's planners to maintain Colloquiums' (future and past) information up-to-date.
- Newsletter
 - o Goal is to have a newsletter every two months (increase frequency and output)
 - o Recruit writers (increase content)
 - o Develop ideas for content (increase content) (highlights of CCR Grand Rounds)
- Scientific meetings

- Present posters when appropriate (NPA through Liaison)
- Raed will present the survey poster at the NPA meeting in Philadelphia in March.
- Lab and Branch retreats
- Centers of Excellence retreats (It was recommended that we should send FYI representatives at these meetings to present a poster outlining what the fellows committee does and how other postdocs can get involved)
 - Chromosome Biology
 - HIV/AIDS & Cancer Virology
 - Immunology
 - Integrative Cancer Biology and Genomics
- Handout brochures at CCR booths (AACR, NIH research festival)
- CCR postdoc community at-large
 - Develop and maintain LinkedIn group
 - Send out monthly email alerts
 - Advertise events, activities, and announcements in NCI's 60-second update
 - Networking lunches with Grand Rounds speakers

FelCom: (Orla) Meeting Held on November 4th 2009:

- The FARE Committee is seeking volunteers to help organize FARE 2011. Contact Svetlana Trunova or Aurelie Neveol if interested.
- The next seminar in the career development series will be on Communications in Science – Date Dec 15th
- Save the date- The FelCom Holiday party in association with the NIH Graduate student Council is scheduled for Wednesday December 9th at the FAES house from 6-11pm.

NPA: (Raed) Nothing to report Raed will attend the NPA meeting in Philadelphia in March 12-14.

Newsletter: (Tim) Nothing to report (It was recommended that we think about having a bi-monthly newsletter. For this to happen, we will need more volunteers to assist Tim. The goal is to increase the visibility of the FYI committee and to have people read more often about what we are doing.

Social: (Jill) Nothing to report Flyers for 2 events were passed out. A December 2nd social at Brewers Alley in Frederick at 8PM. There will be a Blues Night from 9PM-12PM with \$2 House Year Round Drafts and a Complimentary Cajun Buffet. Contact Jill for more information. Also on Dec 6 at 6PM, there will be a social event at Seneca Creek State Park, Gaithersburg, MD to view the holiday lights. Cost is \$14 per car and the plan is to meet ahead of time and carpool. Please RSVP by Thursday, Dec 3 for this event. There is also a lunch after today's meeting at an Indian buffet here in Frederick.

Website/Email: (Liang)

- a. We need someone to help moderate the CCR-FYI email account
Katie Stagliano offered to assist Liang on the committee and to moderate the email account.
- b. Address concerns for ex-members by sending a "How-to" unsubscribe email.
Ex-committee members need to understand that they must unsubscribe themselves. Jim will send out an email reminding people of this.

Orientation:

Bethesda (Liang) We need a rotation schedule of volunteers for the bi-monthly orientation. Liang is the only committee member serving on this committee. We need new volunteers to sign up. Orientation occurs on alternate Tuesdays around 10 am at Executive Plaza following the general orientation for new employees. Next one is Nov. 24, Mary suggested we start the first of the new year.

Frederick (Jim) Orientation was yesterday with Geraldine and Tim in attendance. Next orientation will be Dec. 9 with Tim and Rasmi. Still need volunteers to sign up for winter/spring 2010 sessions. Jim plans on contacting Tim Sakemiller to see if he can give us a list of those attending the orientation sessions.

D. Retreat Subcommittee: Chair – Stephanie Watkins

1) Venue (Liang)

- Julia has prepared the price comparison for the retreat venues. We are waiting for a tentative approval to finalize the date and location. Venue has been approved to be Hershey Lodge, Hershey PA. Some few little details need to be worked out still.
- Hershey lodge is on hold for March 17-19, 2010.
- Hershey agrees to work with us for details and they said they are flexible on changes up until the day of the event. Once we get the approval for holding the retreat, we and our contractor will get into specifics with Hershey.
- Hershey has held additional space for Thursday (March 18th, 2010) night for dinner AND DJ or for just a DJ party. We will let them know what we actually want later.
- Hershey has also held an additional office space for the retreat subcommittee (the "war room").

2) Agenda (Liang)

- As we discussed in the November retreat subcommittee meeting, we may start the retreat program an hour earlier so that we can finish the first day earlier. Hershey says it is possible to begin as early as 2:00pm if we choose so, but not earlier than 2:00pm. So we have the option, but we may not need to start early because another change on the agenda (see below). Members of the committee agree that we could potentially start the retreat 1 hour earlier if needed.
- Dr. Wilttrout has to attend a meeting from 2-5pm on March 17th, 2010. We plan to move his CCR Director address from the opening session to the third day as a lunch time closing address.

It was recommended by the committee that we try to get a deputy director to speak during the opening session.

3) Workshops (Raed and Karobi)

Raed and Karobi have finalized the list of co-chairs for the workshops. Co-chairs have been notified of their responsibilities. Any questions can be directed to them.

Workshops	Co-chairs
1. Exploring careers for the 21 st century	Raed Samara Rachel DeKluyver
2. The job interview: Academia vs. Industry	Karobi Moitra Rashmi Thomas
3. Science management	Stephanie Watkins Jill Ford
4. Opportunities to build your resume	Jim Gould Leslie Chinn
5. The art of science (writing/editing/speaking/teaching)	Rashmi Thomas Karobi Moitra
6. Moving to industry	Raed Samara Michael Abraham

We have started approaching possible speakers. We have contacted Dr. Ben Dubin-Thaler the founder of 'BioBus' to speak at the 'Art of Science' workshop and he has accepted my 'informal' invitation. I am meeting with Lori Conlan next week regarding the CV slam.

It was recommended that we have a sign up sheet to schedule a tour of the bus outside of the times the sessions meet. There may be a need to reimburse Ben for mileage so we need to check and see if we can do that. Everyone on the committee thought that having the bus come to Hershey would be a good idea.

For the CV critique with OIT, Karobi mentioned that we might plan 2 seminars (one each in Frederick and Bethesda to talk about CVs as a prerequisite for having CV critiqued at the colloquium. It was suggested that instead, we have a webinar available and people may sign up for CV critique on the Retreat webpage. Also, CVs should be submitted online at least 1 month before the retreat in order to be eligible to participate in the CV critique. Lori also requested that the room for CV critique not be too isolated from the rest of the sessions. Karobi also mentioned that she needs last year's CD from the committee.

4) Outstanding Post-Doc (Stephanie)

- The final selection will be based on a 5 minute presentation to the judges. The criteria for judging will be 5 points :
1) How novel is the work? 2) Does the work significantly impact the field? 3) How well does the speaker present to a broad spectrum of scientist .4) Quality of the candidate's speaking ability. 5) Ability to answer questions.
- The final selection will be held at NCI-Frederick, Building 560 in the conference room on December 16, 2009 from 10am-12pm.

5) Career Fair (Katie and Kim)

- Career Fair: We are ready to contact companies once the venue is finalized. We are in urgent need of volunteers to help us. So far, only Orla, has volunteered. Please help. Only 1 person has volunteered to help. We need more volunteers.
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6) Survivorship, Advocacy (Katie and Kim)

- Survivorship: We are waiting for the venue/date to be finalized before contacting our potential speaker.
- Advocacy: Shannon Bell will be speaking.

7) Speakers (Stephanie)

- Speakers have been selected and approved by the SC. Invitations will be sent out once a venue is selected.

8) Media Coverage (Raed)

- For media coverage, I have contacted James Mathews (NCI cancer bulletin) and Paul Smaglik (Nature) and waiting to hear back. It was recommended that we also contact the NCI-Frederick Poster for additional media coverage. Date for Abstract submission has also not been set yet. We need to do that soon. The Webpage still needs to be prepared before we can initiate abstract submission.

6. New Business:

- Please visit the CCR-FYI SC Wiki site:
<https://ccrod.cancer.gov/confluence/display/FYISteering>
 - CCR-FYI LinkedIn Group is ready to go live, please join.
- We may try to schedule an information session with Jeff Schiller to explain how the WIKI site works.

LinkedIn group for CCR-FYI is now ready. Please go and sign up. It is a professional networking site where we can pass along information about CCR-FYI.

7. Adjournment: Next meeting is on Thursday, December 17th, 2009 at from 11 am to 12 pm. Note the date is Dec. 17th not the 31st. 549 Exec Boardroom in Frederick, Bldg 45 (Natcher) Room J in Bethesda.